UNITED
NATIONS

ST

Secretariat

ST/SGB/239
6 June 1991

SECRETARY-GENERAL'S BULLETIN

To: Members of the staff

Subject: DESIGNATION OF OFFICER-IN-CHARGE AND ACTING UNDER-SECRETARY-GENERAL FOR ADMINISTRATION AND MANAGEMENT*

As Mr. Martti Ahtisaari is on annual leave effective 3 June 1991, prior to his resignation as Under-Secretary-General for Administration and Management taking effect on 30 June, I have decided to designate Mr. J. Richard Foran as Officer-in-Charge of the Department for Administration and Management from 1 to 30 June 1991 and Acting Under-Secretary-General from 1 July to 31 December 1991. Mr. Foran will retain his duties as Assistant Secretary-General, Office of General Services.

Javier PEREZ DE CUELLAR
Secretary-General

---

* Personnel Manual index No. 96.

91-18455 2376f (E)

UNITED
NATIONS

ST

Secretariat

ST/SGB/240
26 June 1991

SECRETARY-GENERAL'S BULLETIN

To: Members of the staff

Subject: UNITED NATIONS INTERNATIONAL DRUG CONTROL PROGRAMME

1. Pursuant to General Assembly resolution 45/179 of 21 December 1990, a United Nations International Drug Control Programme has been established at Vienna as a single body responsible for concerted international actions for drug abuse control. The Programme integrates fully the structures and the functions of the Division of Narcotic Drugs of the Secretariat, the secretariat of the International Narcotics Control Board and the United Nations Fund for Drug Abuse Control, with the objective of enhancing the effectiveness and efficiency of the United Nations structure for drug abuse control in keeping with the functions and mandates of the United Nations in this field.

2. The Programme is headed by an Executive Director at the level of Under-Secretary-General appointed by the Secretary-General. The Executive Director, who assumed office on 1 March 1991, will execute the integration process and take charge of the Programme with the exclusive responsibility for coordinating and providing effective leadership for all United Nations drug control activities, in order to ensure coherence of actions within the Programme as well as coordination, complementarity and non-duplication of such activities across the United Nations system. He will act on behalf of the Secretary-General in fulfilling the responsibility that devolves upon the Secretary-General under the terms of international treaties and resolutions of the United Nations organs relating to international drug control.

3. In the exercise of his functions, the Executive Director reports directly to the Secretary-General. Through appropriate arrangements of delegation of authority, he will have the latitude and control that is necessary over the personnel and financial resources of the Programme. In accordance with the General Assembly resolution, he will also have direct responsibility for the financial resources of the existing Fund for Drug Abuse Control as a fund for financing operational activities of the Programme.

4. As provided in the General Assembly resolution, the Programme will be structured along the following lines:

(a) Treaty implementation, which will integrate, with due consideration to treaty arrangements, the functions of the secretariat of the International Narcotics Control Board and the treaty implementation functions of the Division of Narcotic Drugs, taking into account the independent role of the Board;

(b) Policy implementation and research, with responsibility for implementing policy decisions of the relevant legislative bodies and conducting analytical work;

(c) Operational activities, with responsibility for coordinating and carrying out the technical cooperation projects currently executed mainly by the United Nations Fund for Drug Abuse Control, the Division of Narcotic Drugs and the secretariat of the International Narcotics Control Board.

5. Upon completion of the work of integration and restructuring of the three units referred to above along those lines, the organizational structure of the Programme will be the subject of another bulletin.

6. Bulletin ST/SGB/143 of 13 November 1973 is hereby superseded and bulletin ST/SGB/203 of 24 May 1984 is under review. Revisions to the relevant sections of ST/SGB/Organization will be issued in due course.

(Signed) Javier PEREZ DE CUELLAR
Secretary-General

UNITED
NATIONS

ST

Secretariat

ST/SGB/241
26 June 1991

SECRETARY-GENERAL'S BULLETIN

TO: Members of the staff

Subject: ORGANIZATION OF THE SECRETARIAT -
OFFICE OF GENERAL SERVICES

Effective immediately, the Records Management Service, Communications, Records and Buildings Services Division, is redesignated as the Archives and Records Management Section, Buildings and Commercial Services Division.

Javier PEREZ DE CUELLAR
Secretary-General

91-21199 2531j (E)

UNITED
NATIONS

ST

Secretariat

ST/SGB/242
26 June 1991

SECRETARY-GENERAL'S BULLETIN

To: Members of the staff

Subject: UNITED NATIONS ARCHIVES AND RECORDS MANAGEMENT

1. The purpose of the present bulletin is to restate certain rules with regard to the management, utilization, preservation and disposition of United Nations records and to prescribe custodial responsibility therefor. Bulletins SGB/63/Rev.1, ST/SGB/158 and ST/SGB/159 dated 14 June 1948, 28 July and 13 September 1977, respectively, are hereby superseded.

2. The Archives and Records Management Section, Buildings and Commercial Services Division, Office of General Services, shall be responsible for establishing policy and procedures for records and files management throughout the Secretariat. These include preservation and servicing of archival records of the United Nations, both paper based as well as electronic, that should be preserved because of their administrative, legal, historical or other value as evidence of the official business of the United Nations.

3. The archival records of the United Nations are not limited to those of the Headquarters Secretariat and its predecessor bodies but include the archives of the United Nations Secretariat units away from Headquarters and subsidiary organizations of the United Nations.

4. United Nations records shall be inviolable and may not be removed from any United Nations premises or destroyed without specific written authorization from the Chief, Archives and Records Management Section. Although the daily responsibility for all records rests with the various Secretariat offices, the Chief, Archives and Records Management Section, or his/her representative may inspect existing records systems, manual as well as electronic, and prescribe changes and/or improvements in those systems as may be required.

5. The Chief, Archives and Records Management Section, shall determine which records have sufficient historical or other value to warrant their continued preservation as the archives of the United Nations. United Nations records,

current as well as archival, may be made available to Secretariat officials subject to existing classification and declassification rules. The Organization shall promote scholarly research concerning the United Nations and, to that end, make available to the public the archival material of the Organization, in accordance with prescribed conditions of access.

6. Rules and procedures governing the management of office records, public access to archival material, the obligation to transfer records to the Archives and Records Management Section, including the classification and declassification of records and archives, and guidelines concerning the Secretary-General's private papers shall be issued in subsequent administrative issuances.

7. A detailed statement of the functions of the Archives and Records Management Section will be set out in the Organizational Manual (ST/SGB/Organization, sect. AM/OGS), to be issued in due course.

Javier PEREZ DE CUELLAR
Secretary-General